

Process to Select Administrative Agencies in the New Planning Areas

The Texas Department of Health, Bureau of HIV and STD Prevention (Bureau) is implementing a new structure for administering funds for HIV care services in the State of Texas. Key to this structure is locating administrative agencies that have the capacity to meet the new core competencies. Below is the process the Bureau will use to select the new administrative agencies.

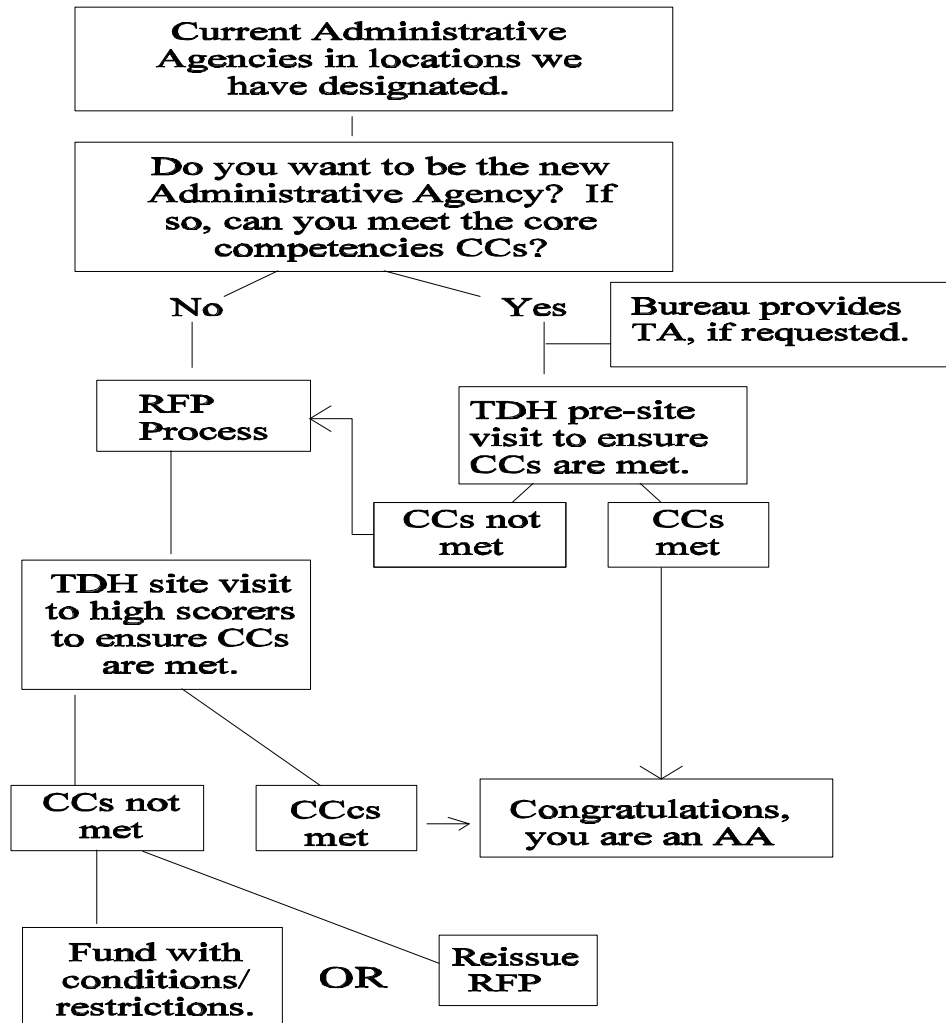
Current administrative agencies are being sent a letter along with the newly developed site visit review tool. However, only agencies in the predesignated Health Service Delivery Areas (HSDAs) need to respond to TDH regarding their interest in continuing as an administrative agency. They must also ensure TDH that they can meet the core competencies in the site visit review tool. These agencies have 2 to 3 months to develop capacities that may be lacking. The Bureau will provide technical assistance to any administrative agency requesting assistance during this period.

If the administrative agency no longer wants to continue in that function, or feels they cannot meet the core competencies in the site visit tool, the Bureau will conduct a competitive request for proposal (RFP) process to select an administrative agency in the designated area. The site visit tool will be included in the RFP.

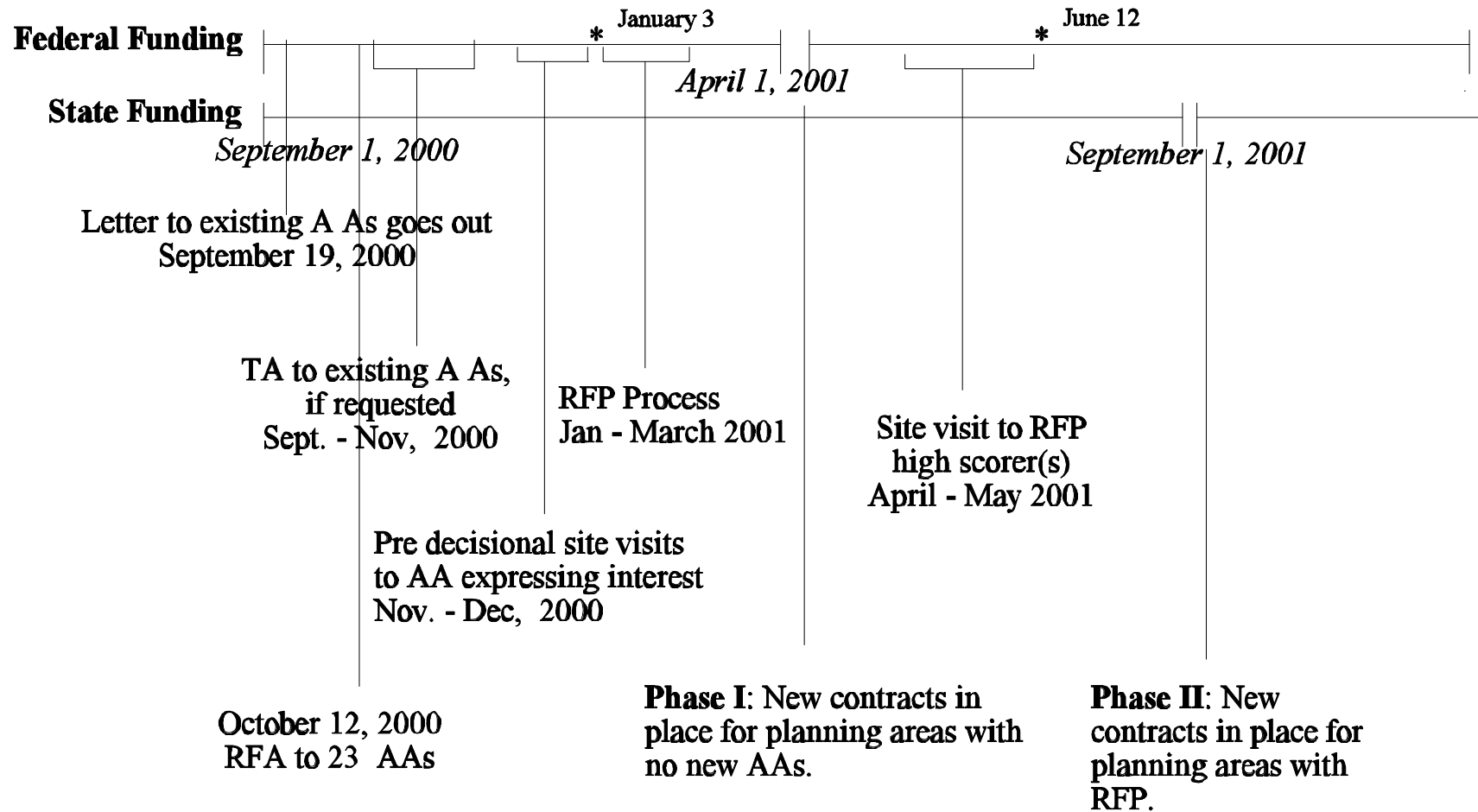
If the administrative agency does express interest in continuing as an administrative agency, a pre-decisional site visit will be conducted by the Bureau. The screening tool based on the core competencies will be used to ensure that the agency meets the set standards. If the agency meets the core competencies, the TDH will continue to contract with the entity to administer funds for HIV care services. If the agency does not meet the core competencies, a competitive RFP process will be conducted in the designated area to be served by the administrative agency. Any agency in the area to be served, including existing administrative agencies, can apply.

After the RFP process has occurred in an area (if needed) the Bureau will conduct a pre-decisional site visit to the high scorer(s) using the screening tool based on the core competencies to ensure that the agency meets the set standards. If the agency, or agencies, meet the core competencies, the Bureau will contract with the high scorer, based on the screening tool. If the agency, or agencies, do not meet the core competencies, the Bureau will a) fund with conditions/restrictions; or b) re-issue the RFP.

Process to choose an Administrative Agency:



Tentative timeline:



* GC-12s Due

October 4, 2000